



Hall of Records Commission

Minutes of Meeting

at the Maryland State Archives

Electronic Classroom

12:00 pm, April 28, 2009

Call to Order by the Chairman

The Spring 2009 meeting of the Hall of Records Commission began at 12:15 pm, April 28, 2009, at the Maryland State Archives, with Chief Judge Robert M. Bell presiding.

Attendees (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/html/attendees_28apr09.html)

Special Announcements/Opening Remarks

Reports and Minutes of Previous Meetings

December 19, 2008 (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000029/pdf/minutes_19dec08.pdf)

- Special Meetings and Celebratory Events
 - December 22: Dr. Papenfuse, Tim Baker, Elaine Rice Bachmann, Sasha Lourie, Chris Kintzel, Mimi Calver, and Vicki Lee attended the Gala Dinner at the State House in honor of the 225th Anniversary of General George Washington's Resignation as Commander-In-Chief of the Continental Army
 - February 22: Dr. Papenfuse, Elaine Bachmann, and Mimi Calver attended a Gala Dinner at Historic London Town and Gardens in honor of George Washington's Resignation as Commander-In-Chief of the Continental Army, with remarks by Dr. Papenfuse on Washington's stopping for a meal at Londontown following the Resignation ceremony in Annapolis.

Delegate Clagett offered a motion of approval of the minutes (as amended, if amended), and recognition of the special meetings of the Commission as defined by standing resolution, seconded by Mr. Klasmeier and unanimously approved, the chairman concurring.

Records Retention and Disposal

Retention Schedules

(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/hrc_schedules_28apr09.pdf)

Disposals (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/hrc_disposals_28apr09.pdf)

Delegate Clagett offered a motion of approval of Records Retention and Disposal Schedules as presented, seconded by Dr. Phillips and unanimously approved, the chairman concurring.

Archivist's Report

(see the Maryland State Archives' *Bulldog* (<http://www.msa.md.gov/msa/refserv/html/bulldogs.html>) and the Staff Activities (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/html/staff_activities_28apr09.html) since last Hall of Records Commission meeting for details of staff activities and the calendar of Education and Outreach activities below)

- The significance of April 28: On April 28, 1778, in our State House, Maryland ratified the Constitution of the United States. Of the people who were assembled to ratify the Constitution, eleven refused to vote for it, and one of them only voted for it after he was able to submit his 22 amendments for discussion. Although they were not adopted, they formed the basis of what has become the Bill of Rights. April 28 may have been the beginning of one of the first economic stimulus packages. With the adoption of a Federal Constitution, Alexander Hamilton played a formidable role in convincing the federal government to assume all of the states' debts relating to the American Revolution. Maryland benefitted enormously by not having to pay off that debt.
- Facilities Program: Tim Baker
 - Storage Space Crunch: temporary solutions. In 2000, the Archives started renting warehouse facilities as a stop gap measure. Now, well over half of the state's permanent record material is housed in these substandard facilities. Of the 331,000 cubic feet capacity at all of the Archives' facilities, there is less than 3,000 cubic feet of space available for additional records.
 - Baltimore City Archives MOU (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/bca_agreement.pdf) / additional rental needs. The Archives has been working with other institutions to find space capacity and is near an agreement with the Baltimore City Archives to share record space in their facility.
 - Capital budget submission (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/facility_presentation.pdf)
 - meeting with West Annapolis Community Association. The West Annapolis Community Association requested a meeting to discuss the rumored possibility of a bus depot to be built on the site of the former State Police barracks. Archives staff showed them our proposed use of the site, including a public park. The Archives will continue to work with the Department of General Services to further design specifications, and enlists the support of the Hall of Records Commission in determining the best solution for space needs and the best approach to solving this critical problem. Currently, the part two facilities program documentation is 80-90% complete.
- DNA and Family History: Chris Haley, Baltimore Sun Blog (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/haley_dna.pdf). Chris Haley, Director of the Study of the Legacy of Slavery in Maryland, comes from a very distinguished family. His uncle wrote two extraordinarily powerful books, both of which rely upon family oral tradition. One of the controversial aspects in studying African American history is the degree to which you can rely upon oral tradition and how accurate that oral tradition can be. Chris had a recent experience with *Ancestry.com*, and has been able to prove that the oral tradition can be extraordinarily accurate. He has given many speeches around the country regarding family history, African American history, and genealogy, and was approached by *Ancestry.com* to participate in their DNA Paternal Lineage

Testing program. Several months later, *Ancestry.com* informed him that his DNA test resulted in a 98% match to an individual who lives in Ireland named Thomas Baff, who is the descendant of William Baugh, the foreman of the Haley plantation in the mid-19th century. William Baugh's "relations" with the enslaved person named Sabina resulted in the child named Alec Haley, who is Chris Haley's great, great grandfather, information that was previously only known because of oral tradition.

- The Flight to Freedom from Montgomery County to Macedon, New York (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/hrc_macedon.pdf): Maya Davis is one of the employees at the Archives who is working on the study of slavery in Montgomery County as part of a grant from the National Park Service. She came to the Archives with a background in history, having met and worked with Mary Kay Ricks, the author of *The Pearl*, a story about a ship that was used to help slaves escape bondage. Two of the best known women who came out of slavery in this area and ended up on the abolitionist circuit are the Edmondson sisters. These sisters were part of a group of slaves that were on the *Pearl* when it departed Washington DC, enroute north to freedom; however, when the ship lost wind, it was seized and the slaves were sold back into slavery. The Edmondson sisters were sent to New Orleans, but were eventually purchased out of slavery by abolitionists and brought to a learning farm in New York, where freed slaves were brought to improve their ability to read, write, and speak, which enabled them to be effective on the abolitionist lecture circuit. Inquiry into the environs of the learning farm resulted in a surprising discovery for Dr. Papenfuse: It was located at the William R. Smith farm in Macedon, NY, that Dr. Papenfuse had passed every day on his way to and from high school.
- Reaching out in times of disaster: Jenn Cruickshank
 - AIC response in Iowa (<http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/iowa.pdf>). Vicki Lee, Director of Conservation, participated as part of an emergency response team that provided assistance in Cedar Rapids, Iowa, following major flooding in June 2008. The team worked at the Mother Mosque of America (the oldest purpose-built Mosque in the United States), the International Wrestling Institute and Museum, and the Cedar Rapids Historical Society. They helped with a variety of objects and important papers, rescuing pages, sifting through debris, and cataloguing the items.
 - Blue Shield Mission to salvage the Cologne City Archives (<http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/cologne.pdf>); details (<http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/html/cologne.html>). Vicki Lee, Director of Conservation, is currently deployed to Cologne, Germany, as part of an emergency response team, because of the collapse of the Cologne City Archives building. The only cost to the Archives for this world-wide assistance effort is transportation; the rest of the expenses are provided by either the European Union or the city of Cologne. As first responders, their duties involve sifting by hand through mounds of rubble and papers to retrieve documents and books and all team members work in protective suits and masks. Vicki Lee was the sole American on a team from the Amsterdam City Archives in the Netherlands.
- Archival Outreach
 - NAACP Archives. Dr. Papenfuse has been working with Larry Gibson, University of Maryland School of Law, salvaging records from the Baltimore City Chapter of the National Association for the Advancement of Colored People (NAACP) and finding a good home for them. In the process, members of the seminar wrote histories of the Baltimore City Chapter. The records are extensive, from 1970 forward, and were reboxed carefully into more than 200 record center boxes. The Baltimore City Chapter does not have space for these records; Dr. Papenfuse has been encouraging them to think in terms of local institutions.
 - Baltimore City Archives and <http://baltimorecityhistory.net>. The Maryland State Archives has been assisting the Baltimore City Archives, move into a new facility rented by Baltimore City and in which Baltimore City will be providing about 15,000 cubic feet of space to the Maryland State Archives. In conjunction with this move, Dr. Papenfuse created the website www.baltimorecityhistory.net, which is an effort to explain what the Baltimore City Archives is all about, what types of materials are available, and how they relate to various research topics.
- Research and Education: Emily Oland Squires
 - Publication of the *Lincoln in Annapolis, February 1865* booklet, February 2009. This publication was published and released on the day of the reenactment of the Lincoln Walk in Annapolis on Sunday, February 8. Copies were also distributed by the president of the Senate and the speaker of the House to the Maryland General Assembly. The pamphlet was paid for by the Friends of the Maryland State Archives.
 - Research questions during Session (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/html/session_questions.html). At this link are

the questions that were asked of the Archives during Session 2009. One of the most prominent subjects this year concerned the death penalty bill that was shepherded by Senator Gladden.

- o Completion of Session laws online (<http://aomol.net/html/laws.html>). All historical Session laws, up to and including 2008, are now online in The Archives of Maryland, bringing the number of pages on the Archives of Maryland website to over 600,000. With over 110,000 pages in the Early American Records section, this means that the Archives of Maryland is approaching the one million page mark.
- o Launch of *Belair at Bowie: Flight to Freedom* (<http://www.mdslavery.net/bowie/intro.html>). Using a small grant from the City of Bowie, the staff of the Study of the Legacy of Slavery in Maryland conducted research and created this website concerning Bowie's involvement in the Underground Railroad.
- o NPS Network to Freedom Grant - Montgomery County (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/nps_grantagree.pdf)
- o 2009 Summer Internship Program (<http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/interns.pdf>), including the creation of the Lois Jones Maryland Colonial Society Memorial Internship. The Archives Internship Program is becoming popular, garnering 69 applications for this year's program. There will be 16 interns this year with almost enough funding to meet our 50-50 matching goal. Funding partners include the Maryland Land Title Association Foundation, St. John's College, the National Park Service, the Maryland Commission for Women, Washington College's CV Starr Center, the Maryland Arts Council, and the Maryland Historical Trust. One of the internships is going to be converted into the Lois Jones Maryland Colonial Society Memorial internship, in honor of Lois Jones' efforts and love of Maryland history. One of the projects for this year's program will be to put online much of the Colonial Record material that was extant in the Maryland State Archives prior to 1948, a large amount of material that will be available as images online, accompanied by essay on the project by Dr. Papenfuse (<http://guide.mdsa.net/series.cfm?action=viewDetailedSeries&ID=tel>).
- Days to Celebrate and Remember
 - o May 19 (Ratification of the 15th Amendment (<http://www.msa.md.gov/dtroy/project/index.html>)). Governor O'Malley is interested in recognizing the anniversary of Maryland's ratification parade celebrating the ratification of the 15th Amendment to the Constitution. He has agreed to lend the resources of the Department of Tourism for a celebration that may include a reenactment of the largest single parade of African Americans that took place in the United States before the 1960s.
 - o November 1, 1864 (Maryland abolished slavery (http://www.msa.md.gov/msa/speccol/sc5600/sc5604/2004/november/html/maryland_free_exhibit.html)).
- *The Moustache* (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/moustache_opera.pdf) & the First Plot to Assassinate Abraham Lincoln (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/knights_golden_circle.pdf). This opera was performed at St. John's College, and one of the attendees was a descendant of Cipriano Ferrandini, a man accused but never tried of plotting the first assassination plot against Abraham Lincoln. The descendant brought with him three items (http://speccol.mdarchives.state.md.us/msa/speccol/catalog/cfm/dsp_number.cfm?speccol=5852): a commission signed to Cipriano Ferrandini by the American Legion of the Knights of the Golden Circle, a passport that proves Cipriano Ferrandini was in Mexico learning how to fight under rebels opposed to the French in Mexico, and Cipriano Ferrandini's commission in the Maryland National Guard. In addition, shortly after the performance of the opera, Dr. Papenfuse was contacted by and met with another descendant of Cipriano Ferrandini (http://speccol.mdarchives.state.md.us/msa/speccol/catalog/cfm/dsp_number.cfm?speccol=5860), who had some of his papers as well as family photographs of Cipriano Ferrandini.

Delegate Clagett offered a motion of support for archival initiatives as they relate to policy and publications, seconded by Ms. Melson and unanimously approved, the chairman concurring.

Recent Gifts, Deposits and Acquisitions

- Special Collections (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/html/speccol_apr09.html)
 - o New gift from Friends of the Maryland State Archives relating to Annapolis 1783-1790s (MSA SC 5870) (http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/fmsa_davidson.pdf). The Friends of the Maryland State Archives purchased manuscript day books of John Davidson and donated them to the Archives.

John Davidson was a major merchant in Annapolis, and these account books contain records relating to Annapolis in 1783-1784 when George Washington and the Continental Congress were here.

- Government Records, Old Guide (http://www.msa.md.gov/megafile/msa/stagsere/sel/se14/000030/pdf/gov_records_28apr09.pdf) / New Guide (http://www.msa.md.gov/megafile/msa/stagsere/sel/se14/000030/pdf/gov_records_28apr09b.pdf)

Dr. Phillips offered a Resolution of Appreciation for the recent gifts, seconded by Mr. Ridgway and unanimously approved, the chairman concurring.

Maryland State Archives On Line

- Finding Aids, Reference Services, and Publications:
 - Records Transfer and Storage Management (http://www.msa.md.gov/msa/intromsa/html/record_mgmt/homepage.html)
 - Maryland State Archives Homepage (<http://mdsa.net>)
 - Archives of Maryland Online (<http://aomol.net>)
 - The Study of the Legacy of Slavery in Maryland (<http://mdslavery.net>)
 - Land Record Access Committee (<http://lrac.us>) and Image Retrieval System for Maryland Land Records (<http://review.mdlandrec.net>)
 - Public Works (<http://www.mopw.net>)
 - Maryland Probate (mdprobate.net)
 - Printed and Electronic Edition of the *Maryland Manual* (<http://www.msa.md.gov/msa/mdmanual/html/mmtoc.html>)
 - Government Publications On Line (<http://www.msa.md.gov/msa/refserv/govpub/html/search.html>)
 - Maryland History (<http://mdhistory.net>)

Education and Outreach

- Courses taught and lectures given by the State Archivist (see prior resolution on 4/19/2000)
 - Spring 2009: Teaching *Race and the Law Seminar: The Maryland Experience* at the University of Maryland School of Law
 - January 28: Dr. Papenfuse gave a presentation on Poplar Grove at the Modern Archives Institute
 - February 6: Dr. Papenfuse gave a presentation on Poplar Grove to the Hamilton Street Club
 - February 12: Dr. Papenfuse gave a presentation in honor of Abraham Lincoln's birthday to the State Senate
 - February 15: Dr. Papenfuse provided remarks on Cipriano Ferrandini before the performance of the opera *The Moustache*, and attended a reception hosted by the Friends of the State Archives immediately following the opera
 - February 19: Dr. Papenfuse gave a presentation on *Lincoln, Booth, and the Barber at Barnum's* as part of the Baltimore History Evening series
 - March 12-15: Dr. Papenfuse participated in the Jefferson Institute Conference *Digital Preservation and Access to Historical Archives in Central & Eastern Europe* in Prague
 - March 25: Dr. Papenfuse provided remarks before the presentation of the Marylander of the Year Award to Benjamin Bradlee at the Maryland Historical Society's celebration of Maryland Day
 - March 26: Dr. Papenfuse participated in a panel on *Public Interface/Providing Access* as part of the National Archives Preservation Conference
 - March 28: Dr. Papenfuse gave a presentation on *Maryland at the Beginning: Significance and Legacy* as part of Historic St. Mary's City symposium, "Maryland at the Beginning: A Symposium Exploring the Founding of Lord Baltimore's Colony"
 - April 1: Dr. Papenfuse gave a presentation on the brochure *Lincoln in Annapolis, February 1865* at a Maryland State Social Studies Coordinators Meeting
 - April 13: Dr. Papenfuse gave a presentation to Maryland State Archives staff on his participation in the

Jefferson Institute Conference *Digital Preservation and Access to Historical Archives in Central & Eastern Europe* and the National Archives Preservation Conference

o April 16: Dr. Papenfuse participated in the Baltimore Ecosystem Study conference

- January 8: Dr. Papenfuse and Elaine Rice Bachmann provided a tour of the State House for a delegation from Taiwan
- January 10: Chris Haley met with teachers in the Howard County Teaching American History program concerning the Legacy of Slavery web site
- January 13: Nancy Bramucci participated in the Anne Arundel County Teaching American History program workshop planning session
- January 14: Emily Oland Squires, Jen Hafner, Christine Alvey, Vicki Lee, Jenn Cruickshank, and Camille DiMarco hosted the St. John's College Student Consortium for a discussion of the Maryland State Archives, the Archives' Internship Program, and a tour of the Archives facility
- January 24: Maya Davis gave a presentation at the AAHGS Meeting
- February 4: Sasha Lourie gave a presentation on Annapolis furniture to the Baltimore County Questers
- February 5: Dr. Papenfuse and Elaine Bachmann met with Governor Martin O'Malley to present him with a copy of *Lincoln in Annapolis, February 1865*
- February 5: Chris Haley gave a presentation on Black History at Wor-Wic Community College
- February 11: Maria Day participated in the After School Program at Eastport Elementary School
- February 12: Dr. Papenfuse, Nancy Bramucci, and Chris Haley participated in the Anne Arundel County Teaching American History Workshop for middle school teachers
- February 13: Elaine Bachmann provided a tour of the State House to Comptroller Peter Franchot, Anne Maher, and Robert Donovan
- February 18: Dr. Papenfuse, Nancy Bramucci, and Chris Haley participated in the Anne Arundel County Teaching American History Workshop for elementary school teachers
- February 19: Dr. Papenfuse, Nancy Bramucci, and Chris Haley participated in the Anne Arundel County Teaching American History Workshop for high school teachers
- February 27: Chris Haley participated in the Ancestry.com conference *Who Do You Think You Are* concerning the results of his 2007 DNA test
- March 19: Kim Moreno gave a presentation on Records Management to the Maryland Municipal Clerks Association
- March 21: Rob Schoeberlein served as a judge for History Day at Community College of Baltimore County
- March 23: Elaine Bachmann provided a tour of the Old Senate Gallery to Dr Baird Tipson, President of Washington College, and 20 first year students
- March 25: Mike McCormick gave a presentation on the Maryland State Archives to the SAGE Program
- April 10: Chris Haley was interviewed by Bernie McCain, Radio One 1450 AM, concerning the results of his DNA test through Ancestry.com and appearance at the *Who Do You Think You Are?* conference
- April 14: Chris Haley was interviewed by Teri Winslow, *Annapolis Capital*, concerning the results of his DNA test through Ancestry.com and appearance at the *Who Do You Think You Are?* conference
- April 24: Nancy Bramucci presented a lecture at University of Maryland Baltimore County concerning the study of history
- April 24: Chris Haley was the Banquet Speaker and provided remarks on "The Value of Preserving Your History: How You Can and Should Start Today" as part of the Hosanna School Museum Fund Raiser
- April 25: Kim Moreno served as a judge for Maryland History Day at the University of Maryland Baltimore County
- April 26-May 2: Vicki Lee participated in the Blue Shield mission to salvage the Cologne City Archives
- April 27: Mike McCormick provided a tour of the Maryland State Archives to a chaperone and students from Lone Oak Montessori School

Forthcoming Special Meetings of the Commission and Events of Interest

- April 30: Dr. Papenfuse, Rob Schoeberlein, and Maria Day will provide an overview of maps and map making to a group of home-schooled students
- May 1: Dr. Papenfuse will meet with Richard Israel, John Page Williams, and Gracie Brady to view an original Captain John Smith book and map
- May 1: Dr. Papenfuse and Dan Ramirez will meet with Kathy Smith, Clerk of Calvert County, concerning plats
- May 5: Dr. Papenfuse will host a tour for students and teachers of Boys Latin School

- May 11: Vicki Lee will attend the National Endowment for the Humanities conference *Sustainable Cultural Heritage*
- May 12: Dr. Papenfuse, Tim Baker, Elaine Bachmann, Sasha Lourie, Chris Kintzel, and Mimi Calver will participate in a meeting of the Old Senate Chamber Architectural Advisory Committee
- May 13: Dr. Papenfuse, Tim Baker, Elaine Bachmann, Sasha Lourie, and Chris Kintzel will attend the spring meeting of the Maryland Commission on Artistic Property
- May 19: Dr. Papenfuse will participate in a meeting of the Governor's Consulting Commission on the National Register
- May 19-22: Vicki Lee and Jenn Cruickshank will attend the annual meeting of the American Institute for Conservation
- September 24: Dr. Papenfuse will give a joint presentation with Stuart A. Raphael, Attorney for Virginia, on the Supreme Court case *Virginia v. Maryland*, 540 U.S. 56 (2003) to members of the Washington Map Society
- November 5: Dr. Papenfuse will give a presentation on *Palimpsests and Watermarks, or Why the Web Can't Tell Us Everything* at the University of Maryland Early American History Seminar.

Administrative and Fiscal Matters

- **Deputy State Archivist's Report:**

- **State House**

- *General items*

- Completion of the piping project
 - Documentation
 - Interpretation of the State House; funding concerns
 - Tour statistics
 - Implementation of Master Plan
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/master_plan_2007.pdf) update
 - Temporary exhibits installed
 - Special Events
 - Events surrounding the 225th anniversary of Washington's resignation. The commemoration began on December 22, 2008, with the first-ever dinner in the Old Senate Chamber. The next day there was a reenactment of Washington's resignation attended by hundreds of people. Other commemorative events include an old fashioned Flag Day event in the State House on June 14, 2009, at which will be unveiled a new, historically accurate John Shaw flag, and tours of the State House by Candlelight in December 2009.
 - Keast & Hood structural analysis
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/keast_hood.pdf)

- *Old House Chamber re-creation*

- BBB 95%
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/bbb_95percent_042009.pdf) submittal received this week; review to be completed by May 11
 - BBB Furnishings Plan
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/bbb_furnishings_plan_2007.p)
 - Construction schedule estimated to begin August 2009; completion in June 2010
 - Art conservation; costs to conserve *The Burning of the Peggy Stewart* to be split with the Fowler Museum at UCLA; APC currently drafting RFPs to conserve *Planting of the Colony* and the portrait of *Thomas Holliday Hicks*

- *Old Senate Chamber re-creation*

- JGL Report, *Interim Report on Archival and Architectural Evidence, Old Senate Chamber at the Maryland State House*
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/jgl_osc_report.pdf)
 - State House Trust meeting in January 2009; 1 year period of focused study of archival and architectural evidence
 - Old Senate Chamber Architectural Advisory Committee. The Maryland Historical Trust convened

an Architectural Advisory Group comprised of architectural historians and scholars who specialize in 18th century buildings to help guide the design and devise a plan that will end with the Old Senate Chamber being that part of the State House that tells the 18th century story of the building. In the meantime, visitors are providing feedback that they enjoy seeing the original brick in the room and recommend that a portion of it remain exposed because it is a real link to the 18th century.

- Restoration Plan

o **Budget:**

- February 11: Dr. Papenfuss provided testimony on the State Archives Budget before the Public Safety & Administration Subcommittee of the House Appropriations Committee
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/budget_house.pdf)
- February 20: Dr. Papenfuss provided testimony on the State Archives Budget before the Public Safety, Transportation & Environment Subcommittee of the Senate Budget & Taxation Committee
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/budget_senate.pdf)
- *Over the Target Requests*
 - Archival Storage
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/ott_1_warehouse.pdf) - - \$826,335 for restoration of General Funds and for additional rented warehouse space including shelving
 - Staff Conversions
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/ott_2_msa_staff_conversions.pdf) - - \$606,335 (\$349,016 General Funds, \$257,319 Special Funds) for a total of ten staff conversions. The Maryland State Archives is the only agency in Maryland state government where over 50% of its staff continues to be contractual.
 - State House Visitor Experience
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/ott_3_statehouse.pdf) - - \$2,141,281 for 1 PIN and 3 contractual and some preliminary funds for exhibit design and construction
 - Printing of the Maryland Manual
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/ott_4_md_manual.pdf) - - \$40,000. The last printing of the Maryland Manual was during the third year of Governor Ehrlich's administration.
- *Operating Budget Cuts/shortfalls*
 - Architect of the Capital funding restored for 2010
 - No funds appropriated for State House Visitor Center staff
 - Rent Deficiencies - Approximately \$3,000 budgeted for approximately \$654,000 rent
 - Budget Cuts for 2009 (\$226,338) and 2010 (\$104,715)
- *Capital Budget* - no feedback as yet on our submission
- *Proposed New and Revised Memoranda of Understanding and Contracts*
 - Memorandum of Understanding with the Judiciary
 - Contract with iScan, a Division of Humanim, Inc., for scanning services
 - Memorandum of Understanding with the Maryland Environmental Service
 - Intra-Agency Agreement with the State Highway Administration for digital imaging and image delivery of *Road Inventory Records*
 - Inter-Agency Agreement with Towson University for IT programming and database support
 - Inter-Agency Agreement with the Department of Business and Economic Development for the transfer of Visitor Center Management
 - Baltimore City Archives Storage Space
(http://www.msa.md.gov/megafile/msa/stagsere/se1/se14/000030/pdf/bca_agreement.pdf)

o **Records Access:**

- Redacting, Masking, and Shielding. The issue of social security numbers and other personal identifiers in public records is becoming prominent, and the subject has come up at the Judiciary Access Rules Advisory Group, of which Tim Baker is a member. The Committee is going to explore automated means

- of finding and masking, not permanently altering, records for the public presentation of the material.
- Information Technology Projects - - information life-cycle management. On the subjects of information life-cycle and systems development life-cycle management, the Archives has been working with the Judiciary Access Rules Advisory Group regarding the data component of the life cycle methodology - when can information be deleted, how should information be migrated, what data should be sent to the Archives and when should it be sent. These questions are easier to answer during the requirements analysis and documentation stages of information technology projects by comparing requirements to records retention schedules, for example. It is important to start at the point of record creation, whether that record is electronic or paper, in determining whether a record will be permanent and how it will be accessible, and in establishing a stream to the Archives so as to prevent load-dumping of information later.

Dr. Phillips offered a motion of approval for the reports, seconded by Mr. Ridgway and unanimously approved, the chairman concurring.

New Business

Next Meeting

The next Hall of Records Commission meeting is scheduled for April 28, 2010.

Adjournment

There being no further business to discuss, the meeting adjourned at 1:40 pm.

Approved by the Hall of Records Commission, April 28, 2010.


The Honorable Robert M. Bell, Chairman


Edward C. Papenfuse, Secretary

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